

## **2016 LANCASTER COUNTY DEPUTY SHERIFF APPLICANT TEST INFORMATION**

*The Sheriff's Office establishes an eligibility list that stays in effect for six months, but may be approved for longer time periods. Deputy Sheriff testing typically is only once a year.*

### **WRITTEN EXAM**

As part of the selection process, all applicants are required to take the **P**olice **O**fficer **S**election **T**est (POST) which is divided into four separately timed sections: Mathematics, Reading Comprehension, Grammar and Incident Report Writing. Applicants are encouraged to read and use the POST study guide (sent via USPS). Early preparation for the Written and Physical Abilities/Fitness tests is encouraged.

### **DATE & TIME**

Tests will be held **August 25, 26 or 27, 2016. Refer to job application for selected test date.** Testing will begin promptly at **8:30 a.m.** Plan to arrive at least fifteen (15) minutes prior to sign in. You will be required to show a valid driver's license at that time. **Please note: *Once testing has begun, no one will be permitted to leave the room until the completion of the test.***

### **LOCATION**

Written tests will be held at the **Law Enforcement Center, 575 S 10<sup>th</sup> Street, Lincoln, Nebraska.** Parking is available in parking lot on the northwest corner of 10<sup>TH</sup> and K Streets. The test site is fully accessible for individuals with mobility impairments.

### **PERSONAL HISTORY STATEMENT**

The **Personal History Statement** includes a list of all documents/information you will need for the Oral Interview. **Please look this over immediately** so you are able to locate the necessary documents. **Bring your completed Personal History Statement with you! It will be collected at check-in.** *Failure to submit the Personal History Statement at that time may result in your disqualification. The required documents (such as transcripts, marriage licenses, etc.) will not be needed until the time of the interview.*

### **TEST SCORE**

A written test score of **70%** must be achieved to advance to the physical performance evaluation. **Tests will be graded and applicants will be notified of their results immediately following the final exam.**

### **PHYSICAL FITNESS TEST**

The **Physical Fitness test** will be the same afternoon following the written test. **Dress in appropriate athletic attire.** The test could be conducted either indoors or outdoors.

### **ORAL INTERVIEW**

**Qualifying applicants** will be scheduled for an initial interview. Top scoring applicants will continue to an Oral Board Panel Interview. **For applicants traveling a distance of 500 miles or more,** please contact Sgt. Brent Moore at 402-441-8896 or e-mail, [BMoore@lancaster.ne.gov](mailto:BMoore@lancaster.ne.gov) within 10 business days of your test date to ensure that you can be scheduled for a same-day interview. The entire hiring process may take up to three months to complete.

### **FINAL RANKINGS**

**Total scores are determined after the oral interview(s).** The Sheriff has the option to choose from the top three available candidates to fill each open position.

## **CERTIFIED LAW ENFORCEMENT OFFICERS FROM ANOTHER STATE**

If your certification is accepted by the Nebraska Law Enforcement Training Center, you may be required to attend only a portion of the basic certification class. You also may be given a higher starting wage at the discretion of the Sheriff.

## **AMERICANS WITH DISABILITIES**

**In accordance with the Americans with Disabilities Act (ADA), should you require a form of reasonable accommodation in order to complete the written exams,** please advise Human Resources, 555 S. 10<sup>th</sup> St., Room 302, Lincoln, NE 68508 with a hand-written request ***no later than ten (10) business days prior to your scheduled exam.*** This written request must include documentation of the need for said reasonable accommodation (i.e. written note from a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional). Upon receipt and review of the written request and supporting written documentation, a staff member will be in contact to discuss testing options.

- **Stanard Study Guide** will be sent via U.S. Mail. You are encouraged to start your preparation early.
- **All applicant communication** will be sent via e-mail. It is your responsibility to keep your e-mail and address information up-to-date. Contact Human Resources at **402-441-7597** or [jobs@lincoln.ne.gov](mailto:jobs@lincoln.ne.gov) if you have questions.
- **Questions regarding the above information or the testing process** should be directed to Deputy Sgt. Brent Moore at **402-441-8896** or e-mail: [BMoore@lancaster.ne.gov](mailto:BMoore@lancaster.ne.gov) in the Personnel & Training Division of the Lancaster County Sheriff's Office.
- **If you are unable to attend your scheduled test time,** please contact Human Resources at **402-441-7597**, or [jobs@lincoln.ne.gov](mailto:jobs@lincoln.ne.gov).